



City of Kansas City, Mo.
Neighborhood and Community Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 784-9000

Non-profit special event permit application

Name of the event (i.e., Jones wedding reception) _____

Applicant's name _____ Phone _____

Only the registered agent or their designee of the nonprofit organization may apply

Applicant's fax number _____ Applicant's e-mail address _____

Names and phone numbers of all people (must be local) who will be in active control and management of this event

Complete the following based on where the event will be held

Business/Building name _____ Phone _____

Address _____
Street City State ZIP

Property owner _____ Owner's day phone _____

This event will be a ☐ public event ☐ private event (invitation only) Number of attendees expected each day _____

Type of event or function to be catered ☐ concert ☐ reception ☐ other _____

Will an entry fee, admission charge, door charge, ticket sales or donations be taken to attend the event? ☐ yes ☐ no

Person or group sponsoring event _____

Type of alcohol to be served ☐ full drink ☐ malt liquor only (5 percent alcohol or less)

List all that will be provided ☐ band ☐ DJ ☐ dance area ☐ food ☐ tent ☐ street closing

If food will be served, will it be prepared and cooked on site at the premises where the event will be held? ☐ yes ☐ no

Date(s) of event _____ Time(s) of event _____

Barricade ☐ plastic snow fence ☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other _____

Location of event ☐ indoors ☐ outdoors ☐ commercial building ☐ private residence ☐ other _____

Security will be ☐ armed ☐ unarmed Number of security officers who will be on site during the event _____

Security company _____ Phone _____

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event _____

All of the following documents (where applicable) must be submitted in order to process your application

- ☐ A copy of the Non-profit organization tax exempt status from the State & the IRS (IRC Section 501)
- ☐ Contract/Agreement between licensed wholesaler or manufacturer and event sponsor
- ☐ Letter from the property owner approving the event and allowing the sale and consumption of alcoholic beverages on the premises
- ☐ Detailed diagram of the premises (see #10 on page two for more information)
- ☐ Clearance from Fire Department for the premises where the event will be held (see #12 on page two for more information)
- ☐ A copy of the health permit or temporary permit for the event site (see #13 on page two for more detailed information)
- ☐ A copy of the noise permit – outdoor events only (see #14 on page two for more information)
- ☐ A copy of the street closure permit (see #15 on page two for more information)
- ☐ A copy of the C of O and occ. load certificate – ONLY if requested by Regulated Industries (see #21 & #22 on page 2 for more info)
- ☐ Do all medical staff working this event have current clinical privileges? (see #21 on page two for more information)
- ☐ Do all staff working the event have liquor permits as required by ordinance? (see #17 on page two for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of registered agent / designee _____ Date _____

----- **For office use only – Do not write below this space** -----

Application processed by _____ Date application completed _____

This application is hereby ☐ approved ☐ disapproved _____ Date _____

Additional requirements and policies governing events

1. **State License** – You must make application for and receive a Picnic (liquor license) from the State of Missouri Division of Alcohol & Tobacco Control prior to the issuance of the Non-Profit Special Event Licensee from Regulated Industries Division. **Division of Alcohol & Tobacco Control: 816-889-2574**
2. As outlined in Section 311.280 of the Missouri State Statute, all alcohol sold or given away during the event must be purchased from a licensed wholesaler or manufacturer within the State of Missouri. **Division of Alcohol & Tobacco Control: 816-889-2574**
3. As outlined in Section 311.332.5 of the Missouri State Statute, manufacturers, wholesalers, retailers and unlicensed persons may donate wine in the original package to a charitable or religious organization as defined in section 313.005, RSMo, or educational institution for the sole purpose of being auctioned by the organization or institution for fund-raising purposes, provided the auction takes place on a retail-licensed premises and all proceeds from the sale go into a fund of an organization or institution that is unrelated to any licensed retail operation. **Division of Alcohol & Tobacco Control: 816-889-2574**
4. An application for a Non-Profit organization permit may be denied at the sole discretion of the Director. **Sec 10-241.**
5. Applications must be filed with Regulated Industries no less than five (5) days prior to the scheduled event. An approval letter along with the city permit will then be issued. The approval letter must accompany the required application filed with the State of Missouri. The State will issue a receipt or license for the event. Failure to provide this information will prevent the establishment from obtaining future catering permits. It is mandatory that both City & State licenses are available for display upon the request of any law enforcement officer and/or Investigator designated by the Director for any catered event.
6. Non-profit organization temporary permits shall be effective for a period not to exceed seven (7) days. **Sec 10-138(1)**
7. If the application is denied, an application to protest the denial may be submitted to Regulated Industries as referred to in Chapter 10 of the ordinances. **Sec 10-62.**
8. **Tax Exempt Requirement** - A copy of the Non-profit organization tax exempt status from the State & the IRS (IRC Section 501).
9. **Barriers** – A description must be included that describes the type(s) of barrier(s) that will be used to close the street that will prevent alcoholic beverages from leaving the controlled area. **Sec 10-33 from sec 10-105(a)(5)**
10. **Diagram** – Provide a diagram of the proposed site and include all points of service where the distribution/sale of alcohol will take place. If the event is to be held outside, the diagram must show how the alcohol will be contained. The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event. **Sec 10-33 from sec 10-105(a)(5)**
11. **Security** – An indication of what security measures will be taken for crowd control must be submitted. Include the number of employees and the number of security officers that will be used to supervise the event. For every 100 people projected to be at the event, two armed security officers or police officers must be present. **Sec 10-33 from sec 10-105(a)(3)(e)**
12. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100. **Sec 10-33 from sec 10-105(a)(3)(c)**
13. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c).** A health permit is required under the following circumstances:
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
 - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
14. **Noise Permit –Outdoor Events** – If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-33 from sec 10-105(a)(3)(c)**
15. **Dance Hall Permit** – If there will be dancing at the event, a Dance Hall Permit must be obtained from the Regulated Industries Division (\$15 per day). **Sec 10-33 from sec 10-105(a)(6)**
16. **Street Closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the City of Kansas City, Mo., Public Works Department. **Sec 10-33 from sec 10-105(a)(3)(i)**
17. **Liquor Permits** – Anyone who will be acting in the capacity of a bar manager, bartender, waiter, waitress, cashier, sales clerk, stock person or doorman, or other person responsible for checking identification cards to determine age must have in their possession at all times a liquor permit at all times. Temporary Liquor Permits can be purchased from Regulated Industries in advance of the event for \$5.00 each.
18. **Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
19. **Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the premise may be needed. City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
20. Alcohol must be served in plastic containers. Glass is NOT permitted. **Sec 10-33 from sec 10-105(b)(4)**
21. As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Missouri, all medical staff is required to have current clinical privileges from the office of the EMS Medical Director . For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200 in Kansas City, MO 64108.

Sec. 10-138. Non-profit organization temporary permit for sales by drink.

(a) Notwithstanding any other provision of this chapter, a permit for the sale of intoxicating liquor for consumption on premises where sold may be issued to any church, school, civic, service, fraternal, veteran, political or charitable club or organization for the sale of such intoxicating liquor at a picnic, bazaar, fair, or similar gathering. The permit shall be issued only for the calendar day named therein and shall not authorize the sale of intoxicating liquor for more than seven days by any such club or organization.

- (1) The applicant shall complete a form provided by the director and pay a daily fee of \$15.00 for each day on which the event is held.
- (2) If the event will be held on a Sunday, the permit shall authorize the sale of intoxicating liquor on that day beginning at 9:00 a.m.
- (3) The non-profit organization shall collect and provide to the city sales taxes due the city at the rate so designated by state and city ordinance at the time of the event.
- (4) Wholesalers or distributors may provide customary storage, cooling or dispensing equipment for use by the permit holder during the days and hours authorized for the event.